



Standard Colorado Affidavit of Exempt Sale

This form is required by the State of Colorado for any transaction on which an exemption from state tax is claimed for charitable and government entities. The seller is required to maintain a completed form for each tax-exempt sale. Furnish this form to the seller along with proof of tax exempt payment. Do not return this form to the State of Colorado.

Religious/Charitable Organization

Purchase by religious or charitable organization (exemptions may vary by jurisdiction)

State tax-exempt number (not FEIN number): If out of state, attach IRS letter (to show 501(c)(3) status)

Payment information (required to meet one of the following)

- Paid by cash and accompanied by a purchase order from the organization
Paid by check drawn on funds of the exempt organization
Paid by purchasing card bearing information of the exempt organization

The embossed name of the card is:

Paid by commercial card not a personal credit card - card's last four digits:

When paying with a credit card, the actual or copy of the credit card is required at check in.

Government (Federal, State, Local)

Purchase by federal, state, or local government

Credit card number (first six and last four only): - XX-XXXX-

Federal government (payment information - required to meet one of the following):

- GSA SmartPay2 card - fleet card with picture of a road and flag
GSA SmartPay2 card - purchase card with picture of a keyboard and flag
GSA SmartPay2 card - travel card with picture of an airplane and flag
GSA SmartPay2 card - integrated card with picture of an eagle and flag
Dept of Interior agency issued card - agency name

State and local government (payment information - required to meet one of the following):

- Paid by cash and accompanied by purchase order issued by the government agency
Paid by check issued by and drawn on funds from the government agency
Paid by government purchase card as designated on the card
State tax-exempt number printed on the card (Colorado only)

Check if the card states "for official state use only" or "tax exempt"

Guest/Customer Information

Table with fields: Legal Name of Company/Organization/Agency Name, Guest/Customer Name (Printed), Address, City, State, Zip, Phone, State/Driver License #, Description of Normal Course of Business (Meeting/Conference/Event)

Under penalty of perjury, I swear or affirm that the information on this form is true and correct as to every material matter. I affirm that the items purchased tax-exempt will be used for official business of the above-named organization or agency. I accept that I remain directly liable for the taxes and any applicable penalty or interest if my purchase is found to not qualify for the exemption or if the information asserted in this form is deemed fraudulent.

Signature, Date

Internal Use Only

Table with fields: Seller Name (Keystone Resort), Location #, Date, Confirmation/Room #, Initials, Description of Items Purchased or Attach Duplicate Receipt/Invoice (Lodging)